

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"

Position Title:	Processing Technician
Position Number:	58106219 (2 positions available)
Division:	Information Technology & Processing
Bureau:	Processing and Retention Operations
Grade/Salary:	10/\$10.33 - \$12.43/hr DOQ
Type of Employment:	Permanent/Full-time
Location:	Helena
Union:	Yes
Supplement:	No
Hiring Supervisor:	Terry Hutton
Closing Date:	January 22, 2007

The Department of Revenue is looking for an energetic, enthusiastic and self-starter individual who enjoys working in a busy office environment. To perform successfully as a Processing Technician, you must be self-motivated with ability to work independently and as part of a team. You must possess strong work ethics, a positive attitude and the ability to communicate effectively and respectfully with co-workers. If you have the skills to provide effective and professional assistance to customers and to be accountable for your decisions, we encourage you to apply!

The State's benefit package is remarkable in its offerings. Three weeks paid vacation, sick leave, full medical, dental and vision coverage. Great career opportunity with retirement benefits.

Some of the duties for a Processing Technician include data capture from electronic medium, verification of scanned/imaged data and or manual data entry of up to 45 different tax types. Ability to electronically transfer data files or information into computer software programs for development of accounts. Ability to research and review data for errors and resolve. Provide support, train and advise co-workers. Knowledge of data entry skills and to be familiar with data capture software programs. Ability to multi-task while successfully attaining goals and objectives. Effective written, oral and interpersonal communication.

The successful applicant is required to satisfactorily complete the department's on-the-job training. We provide the tools you need to be successful!

Education and Experience: Competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to graduation from high school and three or more years of office/clerical experience and/or experience data entering documents, scanning and processing data, electronically transferring data files or information into computer software programs. Other combinations of education and experience will be evaluated on an individual basis.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Additional Application and Selection Process:

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE

Reference Check Authorization Form

Applicant's Name: _____
(please type or print)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: _____ Date: _____